

# TSTC Harlingen Police Department

## Department Overview

The Texas State Technical College (TSTC) Police Department is a certified Texas Commission on Law Enforcement Officers Standards and Education agency. The department is a policy and procedure driven department that totally believes in the established “Missions” and “Goals”.

It is the task of each TSTC Police Department employee to assist all visitors, students, staff and faculty members in the quickest and most proficient manner, to enforce all TSTC Rules & Regulations, Parking Rules, Penal Code and the State of Texas Transportation Code in a fair and equitable manner.

Each employee of the TSTC Police Department is responsible for assisting in the development of a safe, secure working and learning environment and to identify programs that will assist this institution. This department exists for the purpose of assisting the college in its goal of providing a higher education to all students.

All departmental employees are expected to participate in the achievement of the departmental and institutional goals and provide a professional service. It is only through the collective efforts of each departmental employee, that TSTC and the TSTC Police Department missions and goals will be accomplished.

**TSTC Harlingen  
Police Department**

**Application Instructions**

Name of Applicant:\_\_\_\_\_.

**READ THESE INSTRUCTIONS CAREFULLY BEFORE PROCEEDING**

The following instructions are provided as a guide to assist you in properly completing the application. It is essential that all information be accurate. Invalid or false information may cause for the application to be disqualified. Incomplete applications will not be considered. The information within the application will be used as a basis for a personal background investigation, which may determine your eligibility for employment at the TSTC Police Department.

The following will assist you in the proper completion of the application:

1. All information should be typed or printed legibly. All questions should be answered.
2. If a question is not applicable to you, enter N/A in the space provided.
3. Avoid errors by reading everything carefully before making any entries on the form.
4. You are responsible for obtaining correct addresses and telephone numbers.
5. If there is insufficient space on the form, include all information required, attach extra sheets to application. Be sure and reference the relevant section and question number before continuing your answer.
6. An accurate and complete form will assist in expediting your personal background investigation. Deliberate omissions or falsifications will result in disqualification.

All applicants are subject to a credit, character and police background investigations, before employment. These investigations are completed in the best interest of TSTC and the TSTC Police Department.

All Applications shall be submitted in person, to TSTC Human Resource Office, located in the Industrial Technology Bldg..

# NOTICE!!!!

## Report of Resignation or Separation of License Holder

All certified officers who are applying with the TSTC Police Department and have previous experience with other agencies, shall submit all TCLEOSE F-5 forms (Report of Resignation or Separation of License Holder) with application.

The TCLEOSE rule is that when a certified officer leaves an agency, the officer shall receive a copy of the TCLEOSE F-5 from the departing agency.

All agencies that are seeking applicants may require all F-5's.

Failure to submit all F-5's will cause the submitted TSTC Police Department application to become invalid.

TSTC HARLINGEN  
Police Department

Employment Requirements

- C U.S. Citizen.
- C Be of age 21.
- C Have a High School diploma or Equivalent.
- C No Felony convictions or misdemeanors above class "C".
- C No Dishonorable Military Discharge.
- C Possess or be able to obtain a State of Texas Drivers License.
- C Good physical condition.
- C Eye sight of 20/100 or correctable to 20/20.
- C Successfully complete a drug test.
- C Successfully pass a Personal Background Investigation.
- C Success complete a oral interview

Preferred Requirements

- C 15 hours of college.
- C Good writing and communication skills
- C Basic Computer skills.





# TSTC Harlingen Police Department

## Employment Process

1. Position Announced. Applications Issued.
2. Personal Background Investigation.
3. Oral Interviews Scheduled. Applicants will be notified of times and dates.
4. Notification of hiring.
5. Date to report.

TSTC Harlingen  
Police Department

Information Release

To assist the Texas State Technical College (TSTC) Police Department in verifying the facts that I have enclosed within the TSTC Police Application and that I have meet the standards for appointment as promulgated by the Texas Commission on Law Enforcement Officer Standards and Education:

I hereby give permission to furnish to TSTC Police Department, it's agent (s), investigator (s), or employees full and complete information about any of the matters contained in such minimum standards for appointment, including but not being limited to any and all criminal history record information, medical information and educational record information, from what so ever source and inconsideration of the investigation of my application for certification/employment. I hereby release anyone furnishing any such information and the department, its agent (s), investigator (s), or employees from any and all liability which may or could result from the divulgence of such information or the use thereof.

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Applicant Signature

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Date

**TSTC Harlingen  
Police Department  
Application for Employment**

**Personal Information**

Name \_\_\_\_\_  
Last First Middle

Social Security Number: \_\_\_\_\_ — — Date of Birth: \_\_\_\_\_

Age: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone Number: ( ) \_\_\_\_\_ x

Work Telephone (If you want to be contacted at work): ( ) \_\_\_\_\_ x

Circle your highest education level you successfully completed.

High School: Graduate GED College: 1 2 3 4 Years.

**Attach a copy of College Transcript/ H.S. Diploma/ GED to Application,  
and Personal Photo of yourself.**

Do you speak, read or write a foreign language? (Y/N) \_\_\_\_\_. If so, state which language and the degree of proficiency in the following areas:

Circle Highest Level: Fair Good Excellent

Language: \_\_\_\_\_ Read/Speak/ or Write: \_\_\_\_\_

Have you ever been bonded? (Y/N): \_\_\_\_\_ Refused? (Y/N) \_\_\_\_\_ If so where and when did this occur? \_\_\_\_\_

Are you eligible for re-employment at all the places where you have worked? (Y/N) \_\_\_\_\_

If not, where and why: \_\_\_\_\_

Drivers License Number: \_\_\_\_\_ State: \_\_\_\_\_ Type: \_\_\_\_\_

**Attach a copy of Driver License to application.**

Have you ever had your drivers license revoked? (Y/N) \_\_\_\_\_ If "Yes", when and where and the circumstances: \_\_\_\_\_

List your traffic citations for the last three (3) years:

Date:	Place:	Violation:	Disposition:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Do you have reliable transportation to and from work? (Y/N) \_\_\_\_\_

Have you ever been involved in any alcoholic related incidents? (Y/N) \_\_\_\_\_

Has alcoholic ever interfered with your work? (Y/N) \_\_\_\_\_

Are you currently a TCLEOSE certified peace officer? (Y/N) \_\_\_\_\_

**Attach copy of TCLEOSE certification.**

Number of TCLEOSE certified training hours? \_\_\_\_\_

Are you currently employed as a Peace Officer? (Y/N) \_\_\_\_\_ If "Yes", give the department: \_\_\_\_\_ May we contact this department? (Y/N) \_\_\_\_\_

Branch of Military Service: \_\_\_\_\_ Present Service: \_\_\_\_\_

Type of discharge: \_\_\_\_\_ What specialized training, if any, did you receive while in the military? \_\_\_\_\_

Are you presently under any medical treatment? (Y/N) \_\_\_\_\_ Are there any medical

Illnesses or injuries that could be considered a work restriction? (Y/N) \_\_\_\_\_

If "Yes", give restrictions: \_\_\_\_\_

List the qualifications and skills you possess which are required for the job as stated in the official announcement of vacancy. (Typing, Shorthand, Computer skills, Interpreter, Medical, etc.)

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List all professional registrations or licensing: \_\_\_\_\_

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**Give the last 5 employers (including part-time) starting with your current employer.**

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Present employer's name and address: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Date of Initial Employment: \_\_\_\_\_

Date of Departure: \_\_\_\_\_ Duties: \_\_\_\_\_

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Reason for leaving: \_\_\_\_\_

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Employer's name and address: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Date of Initial Employment: \_\_\_\_\_

Date of Departure: \_\_\_\_\_ Duties: \_\_\_\_\_

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Reason for leaving: \_\_\_\_\_

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Employer's name and address: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Date of Initial Employment: \_\_\_\_\_

Date of  
Departure: \_\_\_\_\_ Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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Employer's name and address: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Date of Initial Employment: \_\_\_\_\_

Date of  
Departure: \_\_\_\_\_ Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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Employer's name and address: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Date of Initial Employment: \_\_\_\_\_

Date of  
Departure: \_\_\_\_\_ Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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Signature of applicant \_\_\_\_\_ Date: \_\_\_\_\_